

Gateway Annual Financial Report (AFR)

2015 Overview and Update

Indiana Gateway for Government Units

- **Gateway Public Website**

- <https://gateway.ifionline.org/>

INDIANA
Gateway for government units



[Home](#) [Report Builder](#) [Download Data](#) [Learn More](#)

[Local Officials: Login Here »](#)

An Open Door into Local Government Finance

Gateway collects and provides access to information about how taxes and other public dollars are budgeted and spent by Indiana's local units of government.



[Find your units](#)



[Public employee compensation](#)



[When is your budget hearing?](#)

Indiana Gateway for Government Units

- **Gateway Login Screen**

- <https://gateway.ifionline.org/login.aspx>

The Indiana Gateway for Government Units provides a central commons for local units to submit their financial forms to the State of Indiana.

Authorized Personnel Login

User Name:

Password:

*After 5 failed attempts, account will be locked

[Forgot your password?](#)

Browser Support

Gateway runs on the latest web technology, so you will need to use the latest versions of Firefox or Chrome on your local desktop. (Some applications in Gateway are not supported by Internet Explorer.) You can use these links to download the latest versions:

- [Firefox](#)
- [Chrome](#)

For additional questions or technical assistance, please contact IBRC Tech Support at ibrctech@iupui.edu.

Indiana Gateway for Government Units

- **Gateway Home Screen**

- Applications are available for multiple agencies.

Welcome to the Indiana Gateway for Government Units

As an authorized user, you will have at least one application to use. Each of these applications enables a local unit to submit its required forms, reports or files to the appropriate state agency, which currently include **DLGF** (Department of Local Government Finance), **SBOA** (State Board of Accounts) and **IEERB** (Indiana Education Employment Relations Board).

Select Application



Budgets



Debt Management



Annual Financial
Report



SB 131 Reporting for
SWMDs



TIF Management



100R



Property Files Upload



Redevelopment



Collective Bargaining
Reporting

Annual Financial Report (AFR)

- **Per IC 5-11-1-4**

- Must be filed with the State Examiner.
- DLGF may not approve the budget of a unit until it is filed.
- Must be filed electronically via the State Gateway.
- Due 60 days after the year end which will be February 29, 2016.

Annual Financial Report (AFR)

- **New for 2015- Public Official Surety Bonds**
 - Per IC 5-4-1-5.1(e) requires copies of bonds from local fiscal officers be uploaded to Gateway. Includes contractors, and other employees whose duties include receiving, processing, depositing, disbursing or otherwise having access to government funds.
 - IC 4-5-1-5.1(f) requires you to enter the position/title, name, and dollar amount of the bond.
 - At least one bond for the trustee must be uploaded.

Annual Financial Report (AFR)

- **New for 2015- Risk Assessment Questions**

- This questionnaire is part of your Annual Financial Report and must be completed in order for your report to be submitted. All questions must be answered.
- Certain questions may require documents to be uploaded.
- Will be used to develop risk based audit criteria per IC 5-11-1-25 (b) and to determine audit frequency (every 2 years, 4 years, etc).

Annual Financial Report (AFR)

- **Helpful Hints**

- Tab or click in a cell to go to the next cell in a row or on the screen.
- On a grid, enter one row at a time. Press the Enter key when you are finished entering a row.
- Correct any errors on a row before starting the next row or leaving the screen.
- Enter something in all cells marked “Required” or the row or screen will not be saved.
- Make sure to scroll to the right to see all cells.

Annual Financial Report (AFR)

- **Helpful Hints**

- Avoid using double quotes in a cell.
- Do not enter a dollar sign or commas when entering amounts.
- Click the Save All Work Button to save changes.
- You may sort rows within some grids by clicking on the column heading.
- Do **not** send SBOA a copy of the AFR or the proof of publication.
- For best results and to view output reports, you must use the most recent version of Internet Explorer, Chrome or Firefox.

Annual Financial Report (AFR)

- **Submit AFR and Attestation Statement**
 - Don't forget to submit. Your form is not filed until you submit it.
 - An Attestation Statement is part of the submission process.

System Functions

		Status
Annual Report Outputs	Reports may be viewed as PDFs or Excel spreadsheets.	Available
Review Submission	Review any submission errors or warnings.	Available
Submit Annual Report	Review and submit the annual report to SBOA	Not Submitted

Annual Financial Report (AFR)

- **Submit AFR and Attestation Statement**

Submit Annual Report

Your report entries have been reviewed to make sure that it meets minimum standards for submission. This review will not be considered a final approval of this submission.

Submission Errors

No errors were found that would prevent submission.

Submission Warnings

There are no warnings for this submission.

Submit Report


Proceed to Submit the Annual Report

Annual Financial Report (AFR)

- **Submit AFR and Attestation Statement**

Submit Annual Report

CERTIFICATION: This is to certify that the data contained in this report is accurate and agrees with the financial records, to the best of my knowledge and belief. I understand that if an audit is required due to the level of Federal funding expended by this entity, the data entered here will be used to generate a financial statement in accordance with the regulatory basis of accounting. I understand that this financial statement will be audited by the State Board of Accounts unless I choose to provide financial statements in accordance with another acceptable basis of accounting.



Submit This Report

Annual Financial Report (AFR)

- **Submit AFR and Attestation Statement**

Submit Annual Report

The Annual Report has been submitted

The online portion of the Annual Report for Sboa Township Unit was submitted to the State Board of Accounts on 9/18/2014 1:30:00 PM. The Annual Report is not considered submitted until the attestation form is completed, signed and mailed.

[Return to the AFR Main Menu](#)

! Attestation Statement

To complete your Annual Financial Report submission you must also download the attestation form using the link below, complete and sign this form and have it postmarked within 5 days of submitting your report via Gateway.

[DOWNLOAD ATTESTATION FORM](#)

Annual Financial Report (AFR)

- **Attestation Statement**

- Certifies that the data is accurate to the best of your knowledge and belief.
- Must be signed by the official.
- Must be **mailed** within 5 days of submitting on Gateway.
- If you re-submit your AFR on Gateway, you **must** print, sign and mail a new attestation form.
- Must use the most recent version of Internet Explorer, Chrome or Firefox to view statement.

State Board of Accounts Annual Financial Report Attestation Form

To complete your Annual Financial Report submission via Gateway you must **sign** and **mail** this Attestation Form to the address below within **5 days** of submitting your report via Gateway:

**Indiana State Board of Accounts
Attn: AFR Attestation Forms
302 West Washington St, Rm E418
Indianapolis, IN 46204**

The 2013 AFR for Blue River Township, Harrison County

was submitted via the State

Gateway on 9/20/2013 4:46:00 PM by lbaker@sboa.in.gov.

I, _____,

as the Fiscal Officer, hereby certify that data contained in the Annual Financial Report submitted via Gateway on

9/20/2013 4:46:00 PM is accurate and agrees with the financial records,

to the best of my knowledge and belief.

Signed: _____

Printed Name: _____

Title: _____

Date: _____

Contact Information:

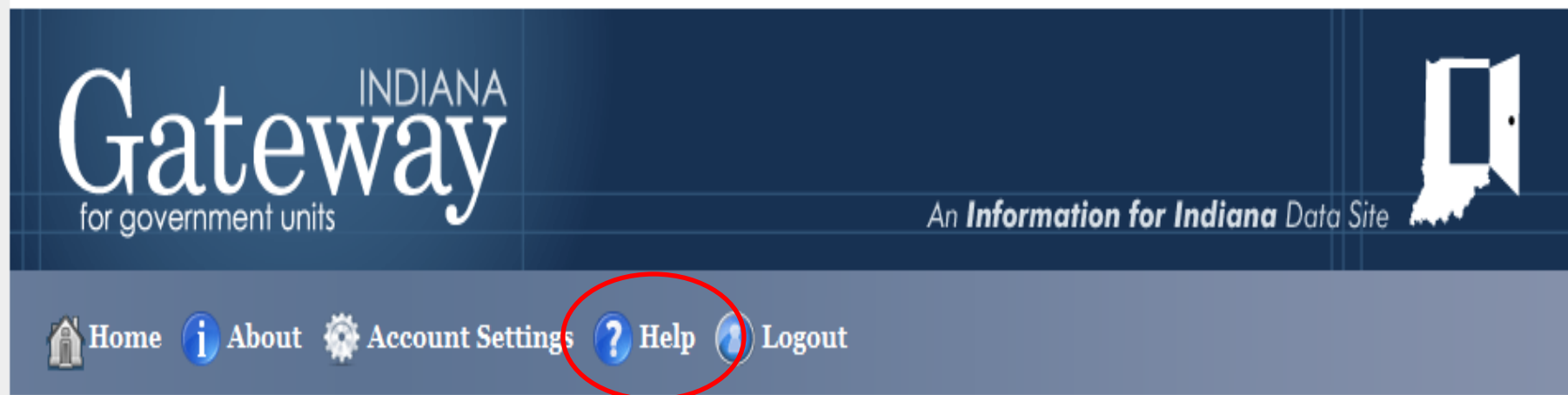
Name: _____

Telephone: _____

Email: _____

Annual Financial Report (AFR)

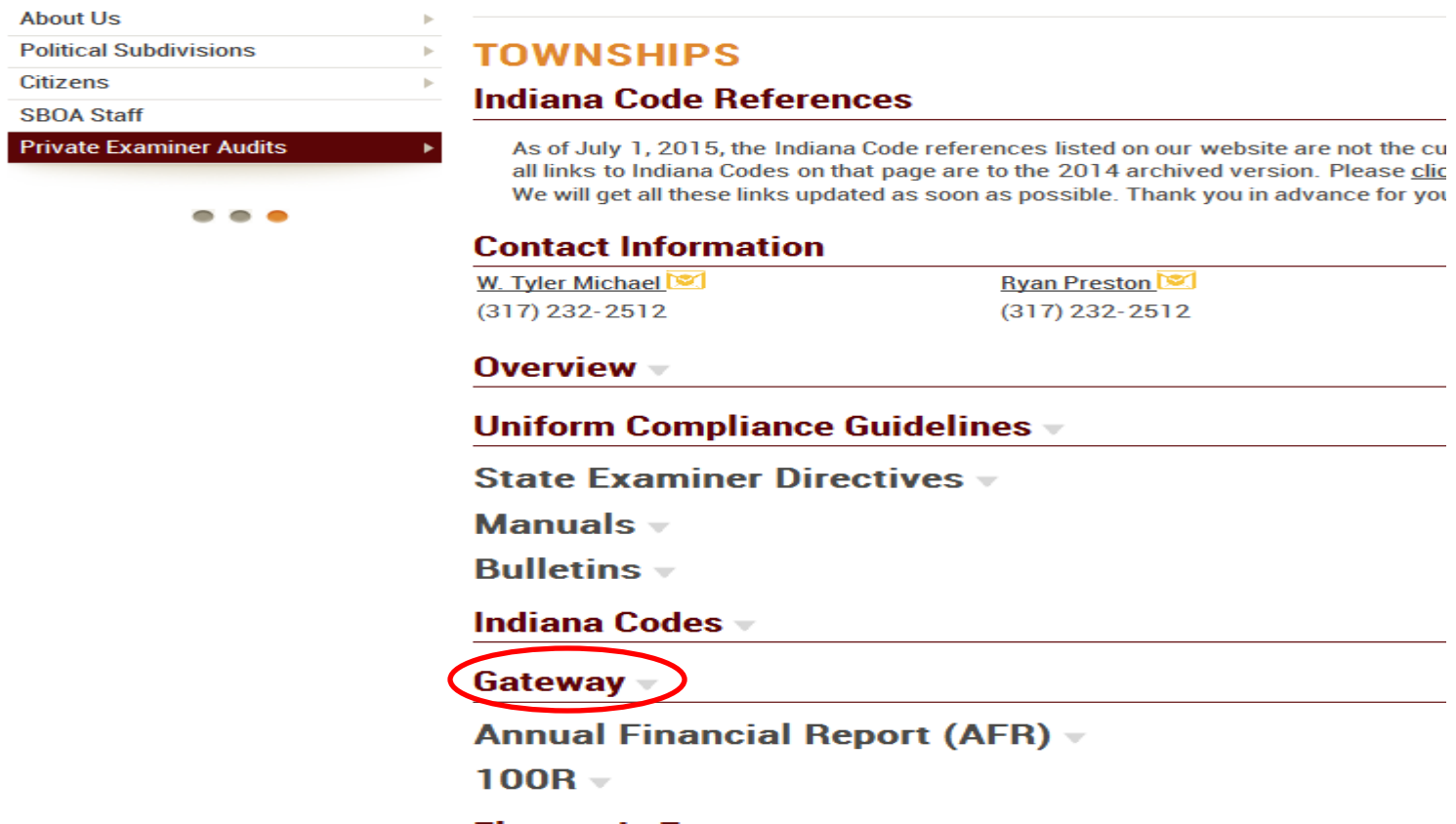
- How can I get help?
 - User Guide



Welcome to the Indiana Gateway for Government Units

Annual Financial Report (AFR)

- How can I get help?
 - SBOA Web site at www.in.gov/sboa



The screenshot shows the SBOA website interface. On the left is a vertical navigation menu with the following items: "About Us", "Political Subdivisions", "Citizens", "SBOA Staff", and "Private Examiner Audits" (which is highlighted with a dark red background). Below the menu are three small colored circles (grey, grey, orange). The main content area on the right has a header with "TOWNSHIPS" in orange and "Indiana Code References" in dark red. Below this is a paragraph of text regarding the 2015 update of Indiana Code references. Further down is a "Contact Information" section with two columns: "W. Tyler Michael" and "Ryan Preston", each with an email icon and phone number (317) 232-2512. Below the contact section is a list of links, each with a downward arrow: "Overview", "Uniform Compliance Guidelines", "State Examiner Directives", "Manuals", "Bulletins", "Indiana Codes", "Gateway" (which is circled in red), "Annual Financial Report (AFR)", and "100R".

About Us ▶

Political Subdivisions ▶

Citizens ▶

SBOA Staff

Private Examiner Audits ▶

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TOWNSHIPS

Indiana Code References

As of July 1, 2015, the Indiana Code references listed on our website are not the current. All links to Indiana Codes on that page are to the 2014 archived version. Please [click](#) here. We will get all these links updated as soon as possible. Thank you in advance for your patience.

Contact Information

W. Tyler Michael ✉	Ryan Preston ✉
(317) 232-2512	(317) 232-2512

Overview ▼

Uniform Compliance Guidelines ▼

State Examiner Directives ▼

Manuals ▼

Bulletins ▼

Indiana Codes ▼

Gateway ▼

Annual Financial Report (AFR) ▼

100R ▼

Annual Financial Report (AFR)

- **How can I get help?**
 - Email the SBOA Help Desk at:
gateway@sboa.in.gov
 - Email IBRC Technical Support at:
ibrctech@iupui.edu

Annual Financial Report (AFR)

Questions?